

State of Hawaii  
**EMCP Performance Appraisal    FY 02-03**

**Form A**

rev 10/7/02

*(See p. 15 of the User's Manual for detailed instructions)*

Name of Employee		Position Title	
Employee I.D. Number		Position No.	Pay Grade
Department		Division/Office	Branch
<b>PLANNED PERFORMANCE APPRAISAL PRIORITIES AND OBJECTIVES</b>			
Weights and Objectives Discussed		Weights and Objectives Approved	
Employee's Signature		Date	Appointing Authority's Signature
Date			
<b>PERFORMANCE APPRAISAL SCORES</b>			
Compo- nent Weight	Components	<u>Points/Scores from:</u> Forms B      Form C1	Final Scores
	Performance Objectives/Accomplishments		
	Objective # 1 Points (Form B1)	[ ]	
	Objective # 2 Points (Form B2)	[ ]	
	Objective # 3 Points (Form B3)	[ ]	
[ ]	Performance Objectives/Accomplishments (Total) (maximum score for Accomplishments = 500)	[ ]	[ ]
[ ]	Overall Management (Form C-1)	[ ]	[ ]
[ ]	<b>Weight</b> (must equal 100%)	<b>Final Score (Total)</b>	[ ]
<b>RATING PERIOD</b> From _____ To _____			
<b>PURPOSE OF RATING</b>		<b>OVERALL RATING</b>	
Initial Probation <input type="checkbox"/>		<input type="checkbox"/> Exceptional (450-500)	
New Probation <input type="checkbox"/>		<input type="checkbox"/> Exceeds Expectations (350-449)	
Annual <input type="checkbox"/>		<input type="checkbox"/> Fully Meets Expectations (250-349)	
Partial Annual <input type="checkbox"/>		<input type="checkbox"/> Needs Improvement (150-249)	
		<input type="checkbox"/> Unsatisfactory (0-149)	
<b>SIGNATURES UPON COMPLETION OF PERFORMANCE APPRAISAL</b>			
Employee's Acknowledgement/Comments:  My performance for the rating period has been discussed with me. I understand that I may attach comments if I do not agree with this rating.  My signature does not necessarily mean agreement		Supervisor's Certification:  This rating was discussed with the employee on the following date: _____	
<input type="checkbox"/> Check here if employee statement of disagreement (Form E) is attached		Supervisor's Signature	
Date		Date	
Employee's Signature		Date	Appointing Authority's Signature
Date			